

## APPLICATION REQUIREMENTS FOR OBTAINING

Manufactured Home/Mobilehome/Commercial Coach **DEALER** (New and Used)

The following forms and items are required to be submitted with the fees indicated:

1. Occupational License Application for Manufactured Home/Mobilehome/Commercial Coach Manufacturers, Distributors, Dealers, Part A (Form HCD-OL 12).
2. Occupational License Application for Manufactured Home/Mobilehome/Commercial Coach Manufacturers, Distributors, Dealers and Salespersons, Part B (Form HCD-OL 29) for each person of the ownership structure shown on Part A as participating as indicated with an "X" in Column A. SEE SPECIAL NOTE #1.
3. Occupational License Application for Manufactured Home/Mobilehome/Commercial Coach Manufacturers, Distributors, Dealers, Part C (Form HCD-OL 21) for each established place of business.
4. Occupational License Application for Manufactured Home/Mobilehome/Commercial Coach Dealers, Part D (Form HCD-OL 50).
5. Certificate of Appointment (Form HCD-OL 28).
6. Articles of Incorporation and proof of valid status with the State of California, Secretary of State (for California and Foreign Corporations only).
7. One (1) photograph showing the exterior of the office at each established place of business. SEE SPECIAL NOTE #2.
8. Two (2) fingerprint cards (Form BID-7) for each person of the ownership structure shown on Part A as participating in the direction, control and/or management of the sales operations of the business. SEE SPECIAL NOTE #3.
9. Two (2) full facial photographs of each person of the ownership structure shown on Part A as participating in the direction, control or management of the sales operations of the business, minimum size 1" x 1 ¼" taken from a maximum distance of six (6) feet.
10. Proof (examination receipt) that each person of the ownership structure shown on Part A as participating in the direction, control and/or management of the sales operations of the business has successfully completed the Manufactured Home/Mobilehome or Commercial Coach Dealer Examination within six (6) months prior to the application date. SEE SPECIAL NOTES #4, #5 AND #6.
11. Statement of Citizenship, Alienage and Immigration Status in Support of a Request for State Public Benefits (HCD Form-1-Codes) and proof of U.S. citizenship, or qualified alien status with a right to work in the United States. (This requirement applies only to persons applying for a license as an individual owner on or after April 6, 1998, who have not previously complied with this requirement).
12. A letter of authorization from each manufacturer indicating their approval to sell manufactured homes, mobilehome or commercial coaches at your place of business address. (Not required of dealers selling only used manufactured homes, mobilehomes or commercial coaches).
13. A sample of your sales documents, such as Purchase Orders, Conditional Sales Contracts, Security Agreements and Receipts for Deposit, used for the sales of manufactured homes, mobilehomes and/or commercial coaches.

14. A list of all names, home addresses and license numbers of all salespersons and managing employees to be employed at each established place of business.
15. License application fee of \$1100 for each established place of business. The license term is for two (21) years. SEE SPECIAL NOTE #7.
16. Manufactured Home Recovery Fund fee, pursuant to Health and Safety Code Section 18070; \$250 for the principle place of business and \$100 for each secondary location.
17. Applicant verification fee of \$13 for persons applying for a license as an individual owner, who have not previously paid this onetime fee.

#### SPECIAL NOTES:

1. If the applicant is a Partnership, Corporation or Limited Liability Company, disclose the names and titles of all controlling partners, stockholders, directors members, general managers and officers who are permitted to direct, control or manage the manufacturing or sales operations of the business.
2. Health and Safety Code Section 18045.5 requires that a Dealer's or Distributor's established place of business must have an office located in the State of California. A Manufacturer's established place of business must have an office and a manufacturing area situated on the same property. NOTE: Offices and manufacturing areas must comply with the requirements of California Code of Regulations, Title 25, Chapter 4 (CCR)
3. HCD offices are not equipped to take fingerprints. Law enforcement offices are equipped for fingerprinting. **DO NOT ATTEMPT TO TAKE YOUR OWN FINGERPRINTS**
4. Examination Fee: The fee is \$100 for each examination taken
5. Examination Exemption: If no officer or director of a corporation or no partner of a partnership participates in the direction, control or management of the safes operations of the business, or acts in the capacity of a manufactured home, mobilehome or commercial coach salesperson, the corporation or partnership shall designate and maintain a responsible managing employee who is a licensed manufactured home, mobilehome or commercial coach salesperson and who shall be required to successfully complete the appropriate dealer examination.
6. Preliminary Education Requirement: Every person applying to HCD for the manufactured home or mobilehome dealer or salesperson examination must have first attended an HCD approved six (6) hour preliminary education course, except as provided in CCR Section 5302
7. When adding a secondary location, contact the Occupational Licensing Program office in Sacramento at 916.323.9803 for appropriate forms and fees.